



## County of San Bernardino EMACS NAVIGATION BY PAGE Version 9.0

This guide is provided to assist the user in locating information in EMACS using the Menu Bar. The Page Column lists the page name and the Information Provided column gives the details listed on the page. The Instructions column gives the navigation directions for locating the page.

Due to different security levels, you may not have access to all pages/fields listed below.

PAGE	INSTRUCTIONS	INFORMATION PROVIDED
<b>ORGANIZATIONAL DEVELOPMENT (Position Detail)</b>	Home - Organizational Development - Position Management - Maintain Positions/Budgets -	
<ul style="list-style-type: none"> <li>Position Description</li> </ul>	Home - Organizational Development - Position Management - Maintain Positions/Budgets - Add/Update Position Info	Position Number, Head Count Status, Current Head Count, Effective Date, Active or Inactive Status, Action Reason, Title, Jobcode, Reg/Temp, Shift, Union Code, Department, Location, Company, Salary Plan, Grade, STD Hours, FLSA Status
<ul style="list-style-type: none"> <li>Position Specific Information</li> </ul>	Home - Organizational Development - Position Management - Maintain Positions/Budgets - Add/Update Position Info	Classified Indicator (Classified or Unclassified), Max Head Count, Job Share Indicator
<ul style="list-style-type: none"> <li>Position Budget and Incumbents</li> </ul>	Home - Organizational Development - Position Management - Maintain Positions/Budgets - Add/Update Position Info	Current Incumbents
<ul style="list-style-type: none"> <li>Position SBC Data</li> </ul>	Home - Organizational Development - Position Management - Maintain Positions/Budgets - Add/Update Position Info	FAS Account Code, Cost Center, Retirement Hours, Tax Location Code, Worker's Comp Code, Pay Group, Holiday Schedule, Disclosure Category
<b>ORGANIZATIONAL DEVELOPMENT (Position Summary)</b>	Home - Organizational Development - Position Management - Review Position/Budget Info (The pages at the right can be accessed)	<ul style="list-style-type: none"> <li>Position Summary</li> <li>Positions by Department</li> <li>Positions by Job Code</li> <li>Position History</li> </ul>
<b>ORGANIZATIONAL DEVELOPMENT (Online PR)</b>	Home - Organizational Development - Online Personnel Requisition (The pages at the right can be accessed)	<ul style="list-style-type: none"> <li>Certification Request Status</li> <li>Approval Pages (accessed via the Worklist as well)</li> <li>Hiring Notification</li> </ul>
<b>ORGANIZATIONAL DEVELOPMENT (PAR Tracking)</b>	Home - Organizational Development - Online Personnel Requisition - PAR Tracking - Department	Control Number, Status, Type, Department ID, Job Code, PAR Status, PAR Type
<b>WORKFORCE ADMINISTRATION (Employee Personal and Job Detail)</b>	Home - Workforce Administration -	<ul style="list-style-type: none"> <li>Personal Data</li> <li>Job Data</li> <li>Emergency Contact</li> <li>Driver's License Data</li> <li>General Comments</li> <li>Early ID Assignment</li> <li>Job Cost Center Update</li> </ul>



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PAGE	INSTRUCTIONS	INFORMATION PROVIDED
Personal Information	Home - Workforce Administration - Personal Information - Modify a Person	<ul style="list-style-type: none"> <li>• Name History</li> <li>• Address/Phone</li> <li>• Personal History</li> <li>• Identify/Diversity</li> <li>• Phone Update</li> </ul>
<ul style="list-style-type: none"> <li>• Biographical Details</li> </ul>	Home - Workforce Administration - Personal Information - Modify a Person	Employee ID, Employee Name, Date of Birth, Date of Death, Age at Entry for Board of Retirement, Gender, Marital Status, SSN (National ID)
<ul style="list-style-type: none"> <li>• Contact Information</li> </ul>	Home - Workforce Administration - Personal Information - Modify a Person	Home and Mailing address, Phone #, E-mail Address
<ul style="list-style-type: none"> <li>• Regional</li> </ul>	Home - Workforce Administration - Personal Information - Modify a Person	Ethnic Group
<ul style="list-style-type: none"> <li>• Phone Update</li> </ul>	Home - Workforce Administration - Personal Information - Modify a Person	Update panel for Home and Business Phone #'s
Job Data	Home - Workforce Administration - Job Information - Job Data	<ul style="list-style-type: none"> <li>• Work Location</li> <li>• Job Information</li> <li>• Job Labor</li> <li>• Payroll</li> <li>• Salary Plan</li> <li>• Compensation</li> <li>• SBC Data</li> <li>• Employment Data</li> <li>• Benefit Program Participation</li> </ul>
<ul style="list-style-type: none"> <li>• Work Location</li> </ul>	Home - Workforce Administration - Job Information - Job Data	Employee Status, Name, Employee ID, Employee Rcd Number, Action Date (date keyed), Effective Date of Action, Action/Reason Codes, Position Number, Termination Date, Last Date Worked, Position Entry Date, Company, Department, Location Code
<ul style="list-style-type: none"> <li>• Job Information</li> </ul>	Home - Workforce Administration - Job Information - Job Data	Job Code, Job Code Entry Date, Supervisor ID (for eTime), Regular/Temporary, Employee Class, Officer Code, Shift, Standard Hrs, FTE, EEO Class, FLSA Status, Classified Indicator
<ul style="list-style-type: none"> <li>• Job Labor</li> </ul>	Home - Workforce Administration - Job Information - Job Data	Union Code
<ul style="list-style-type: none"> <li>• Payroll</li> </ul>	Home - Workforce Administration - Job Information - Job Data	Pay Group, Tax Location, FICA Status, Employee Type, Account Code, Holiday Schedule



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PAGE	INSTRUCTIONS	INFORMATION PROVIDED
<ul style="list-style-type: none"> <li>Salary Plan</li> </ul>	Home - Workforce Administration - Job Information - Job Data	Salary Admin. Plan, Grade, Grade Entry Date, Step, Step Entry Date
<ul style="list-style-type: none"> <li>Compensation</li> </ul>	Home - Workforce Administration - Job Information - Job Data	Compensation Frequency, Compensation Rate, Monthly Rate, Annual Rate, Change Percent
<ul style="list-style-type: none"> <li>SBC Data</li> </ul>	Home - Workforce Administration - Job Information - Job Data	FAS Account Code, Cost Center, Worker's Comp Code, Retirement Hours, Daily Scheduled Units, Next Step, Estimated Step Date, Step Hours Worked, Job Status, Automated Additional Pay
<ul style="list-style-type: none"> <li>Benefit Program Participation</li> </ul>	Home - Workforce Administration - Job Information - Job Data	Benefits Administration Data
<ul style="list-style-type: none"> <li>Employee Information</li> </ul>	Home - Workforce Administration - Job Information - Job Data	Original Hire Date, Hire Date, Termination Date, Regular Hire Date, Service Pin Date
Emergency Contacts	Home - Workforce Administration - Personal Information - Personal Relationships - Emergency Contact	Lists Emergency Contact Names, Address, Phone Numbers
Driver's License Data	Home - Workforce Administration - Personal Information - Biographical - Driver's License Data	License number, Validation Date, State, Type
General Comments	Home - Workforce Administration - Personal Information - Biographical - General Comments	Used by Human Resources and Central Payroll for audit trail purposes.
Early ID Assignment	Home - Workforce Administration - Job Information - Early ID Assignment	
Job Cost Center Update	Home - Workforce Administration - Job Information - Job Cost Center Update	Update an employees cost center
<b>WORKFORCE ADMINISTRATION (Employee Summary)</b>	Home - Workforce Administration - Job Information -	<ul style="list-style-type: none"> <li>Job Summary</li> <li>Absence History</li> </ul>
Job Summary	Home - Workforce Administration - Job Information - Review Job Information - Workforce Job Summary	Effective Date, Summarized views of job data information



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PAGE	INSTRUCTIONS	INFORMATION PROVIDED
Absence History	Home - Workforce Administration - Job Information - Absence and Vacation - Track Absence History - Summary by Employee	Absence Type, Begin Date, End Date, Duration
<b>WORKFORCE DEVELOPMENT (Employee WPE and Step Information)</b>	Home - Workforce Development - Performance Management -	<ul style="list-style-type: none"> <li>• Open Evaluations</li> <li>• Step History</li> <li>• Employee Evaluations</li> </ul>
Employee Evaluations	Home - Workforce Development - Performance Management - Employee Evaluation	Status of Evaluations (WPEs)
Open Evaluations	Home - Workforce Development - Performance Management - Open Evaluations	By Department, Employee ID Number, Employee Name, Notification Date, Type, Due Date, Details
Step History	Home - Workforce Development - Performance Management - Step History	Employee step history
<b>TIME &amp; LABOR (Employee Time detail and Processed Time)</b>	Home - Manager Self Service - eTime Management -	Includes all employees who submit time through either eTime pages or Interfaced file.  eTime - Pay Period End Date, Employee ID Number, Name, Dates, TRCs, Hours, Comments when available, Submitters Name and Date, Approvers Name and Date, Leave Balances.  Non-eTime includes all fields excluding Submit/ Approver details and Leave Balances.
Manager Self Service eTime	Home - Manager Self Service - eTime Management -  (The pages at the right can be accessed)	<ul style="list-style-type: none"> <li>• eTime Absence Request</li> <li>• eTime Entry</li> <li>• eTime Mass Approval</li> <li>• eTime User Preferences</li> <li>• eTime Alternate Manager</li> <li>• eTime Deadlines</li> <li>• eTime Manager Assignment</li> <li>• eTime Overtime Request</li> <li>• eTime Audit History</li> <li>• eTime Department Summary</li> <li>• eTime Manager Summary</li> </ul>
Manager Self Service Interface Time	Home - Manager Self Service - eTime Management - Interface File Time	Includes Employee Job Data Information, Weeks, Days, Dates and Hours of time submitted.  Time presented here is 'unprocessed'.



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PAGE	INSTRUCTIONS	INFORMATION PROVIDED
Manager Self Service Processed Time and Exceptions	Home - Manager Self Service - eTime Management - Payable Time and Exceptions  (The pages at the right can be accessed)	Includes Employee ID Number, Name, Dates, TRC, Hours and Labor Distribution codes. Tables are for `Processed' time. <ul style="list-style-type: none"> <li>• Payable Time Detail</li> <li>• Payable Time Summary</li> <li>• Manage Exceptions</li> </ul>
Employee Self Service eTime Reporting	Home - Self Service -  (The pages at the right can be accessed)	Included Employee ID Number, Name, Job Title, Pay Period End Date, Days, Date, TRC, Hours, Leave Balances, Requests Status <ul style="list-style-type: none"> <li>• Absence Request</li> <li>• Overtime Request</li> <li>• Alternate Manager</li> <li>• User Preferences</li> <li>• eTime Entry</li> <li>• Audit History</li> </ul>
<b>BENEFITS</b> <b>(Employee Benefit Detail)</b>	Home - Benefits -	<ul style="list-style-type: none"> <li>• Benefit Program Participation</li> <li>• Dependent/Beneficiary</li> <li>• Health Benefits</li> <li>• Life and AD/D Benefits</li> <li>• Disability Benefits</li> <li>• Savings Plans</li> <li>• Leave Plans</li> <li>• Leave Accrual Details</li> <li>• FSA Benefits</li> <li>• Retirement Plans</li> <li>• Benefit Comment</li> </ul>
Benefit Program Participation	Home - Benefits - Enroll in Benefits - Assign to Benefit Program	Effective Date, Benefit Program
Dependent/Beneficiary	Home - Benefits - Employee/Dependent Information - Update Dependent/Beneficiary	Dependent/Beneficiary ID, Dependent/Beneficiary Name, Address, Relationship, Birth Date, Social Security Number (National ID Field)
Health Benefits	Home - Benefits - Enroll in Benefits - Health Benefits	Health, Dental Coverage Selections, Vision Coverage Selections, Psychological Svcs Coverage, FLX Credit Coverage Type, Dependent Coverage
Life and AD/D Benefits	Home - Benefits - Enroll in Benefits - Life and AD/D Benefits	Life Coverage Enrollment, Survivor Income, Supplemental Life Enrollment, AD/D Enrollment, Supplemental AD/D Enrollment, Grandfathered Life Enrollment, Beneficiary Data
Disability Benefits	Home - Benefits - Enroll in Benefits - Disability Benefits	Short Term Disability Enrollment, Long Term Disability Enrollment
Savings Plans	Home - Benefits - Enroll in Benefits - Savings Plans	457 Enrollment, 457(f) Enrollment, 401(k) Enrollment, Before Tax Amount, After Tax Amount



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PAGE	INSTRUCTIONS	INFORMATION PROVIDED
Leave Plans	Home - Benefits - Enroll in Benefits - Leave Plans	Sick, Vacation, FMLA, Admin, Annual, Holiday, Comp Time, MEL, Special Comp Leave, Perfect Attendance, Add'l Leave, Grandfathered Holiday and Grandfathered Admin Enrollments
Leave Accruals	Home - Benefits - Manage Leave Accruals - Leave Accrual Details	Pay Period Leave Accruals, Leave Accrual Balances
FSA Benefits	Home - Benefits - Enroll in Benefits - Spending Accounts	Health Care Enrollment, Dependent Care (DCAP) Enrollment
Retirement Plans	Home - Benefits - Enroll in Benefits - Retirement Plans	PST Enrollment, Retirement Plans Enrollment (Employer, Employee, Pickup and Refundable/Non-Refundable), Worker's Compensation Enrollment
Benefit Comment	Home - Benefits - Enroll in Benefits - Benefit Comment	Comment Date, Comment By, Comments
<b>BENEFITS (Employee Summary)</b>	Home - Benefits -	<ul style="list-style-type: none"> <li>• Review HR/Job/Payroll Data</li> <li>• Review Dependent/Beneficiary Summary</li> <li>• Current Benefits Summary</li> </ul>
Review HR/Job/Payroll Data	Home - Benefits - Employee/Dependent Information - Review HR/Job/Payroll Data	Employee Status, Reg/Temp, STD Hours, Paygroup, Company, Job Code, Dept, Location, Social Security Number, Significant Dates
Review Dependent/Beneficiary Summary	Home - Benefits - Employee/Dependent Information - Review Dependent/Beneficiary Summary	Summary of all Dependents and Beneficiaries
Current Benefits Summary	Home - Benefits - Review Employee Benefits - Current Benefits Summary	Summary of Benefit Enrollments and Deductions
<b>TRACK FMLA (Employee Detail)</b>	Home - Benefits - Track FMLA	<ul style="list-style-type: none"> <li>• Request</li> <li>• Eligibility</li> <li>• History</li> <li>• Activity</li> </ul>
<ul style="list-style-type: none"> <li>• Request</li> </ul>	Home - Benefits - Track FMLA - Request/Authorize/Track Leave	Request Date, Begin Date, Return Date, Leave Reason, Leave Type, Time Requested (Days), Approval Status
<ul style="list-style-type: none"> <li>• Eligibility</li> </ul>	Home - Benefits - Track FMLA - Request/Authorize/Track Leave	Eligibility Determination., Entitlement Determination
<ul style="list-style-type: none"> <li>• History</li> </ul>	Home - Benefits - Track FMLA - Request/Authorize/Track Leave	Leave Summary, Entitlement Summary



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PAGE	INSTRUCTIONS	INFORMATION PROVIDED
<ul style="list-style-type: none"> <li>• Activity</li> </ul>	Home - Benefits - Track FMLA - Request/Authorize/Track Leave	Effective Date of Additional Pay, End Date of Additional Pay, Earnings Code
Combined Giving	Home - Payroll for North America - Employee Pay Data USA - Deductions - Combined Giving	Effective Date of Combined Giving, Detail of Deduction (including agency and amount), Deduction End Date
Direct Deposit	Home - Payroll for North America - Employee Pay Data USA - Request Direct Deposit	Direct Deposit Status, Effective Date, Account Type, Bank Transit Number, Bank Name, Account Number, Prenote Status, Prenote Date
Employee Tax Distribution	Home - Payroll for North America - Employee Pay Data USA - Tax Information - Update Tax Distribution	Lists CA as 100% for tax distribution
Employee Tax Data	Home - Payroll for North America - Employee Pay Data USA - Tax Information - Update Employee Tax Data	Company, Effective Date, State and Federal Withholdings, Withholding Restrictions, Additional Tax Withholding, Exempt from Federal Tax, Earned Income Tax Credit Status, Resident State, Exempt from State Tax, SDI Status
General Deduction Data	Home - Payroll for North America - Employee Pay Data USA - Deductions - Create General Deductions	General Deduction Code, Effective Date, End Date, Deduction Amount, Deduction Rate or %age, Goal Amount, Current Goal Balance
Payroll Data	Home - Payroll for North America - Employee Pay Data USA - Update Payroll Options	Mailing Address and Primary Paygroup
US Savings Bond Spec	Home - Payroll for North America - Employee Pay Data USA - Deductions - Purchase U.S. Savings Bonds	Effective Date, Bond Denomination, Bond Owner, Other Registrant
<b>PAYROLL FOR NORTH AMERICA (Employee Summary)</b>	Home - Payroll for North America	<ul style="list-style-type: none"> <li>• U.S. Savings Bond Activity</li> <li>• Paycheck Data</li> <li>• Pay Check Summary</li> <li>• Check Balances (YTD)</li> <li>• Earnings Balances (YTD)</li> <li>• Deductions Balances (YTD)</li> <li>• Special Accumulator (YTD)</li> <li>• Tax Balances (YTD)</li> <li>• Year End Forms</li> <li>• Year End Forms (Combined)</li> <li>• Employee History (Old) Dept</li> <li>• Employee FBP History (Old) Dept</li> <li>• Payroll History (Old) Dept</li> </ul>



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PAGE	INSTRUCTIONS	INFORMATION PROVIDED
US Savings Bond Activity	Home - Payroll for North America - Employee Pay Data USA - Deductions - Review US Savings Bonds	Summary of Bond Purchases by Bond Denomination and Pay Period
Paycheck Data	Home - Payroll for North America - Payroll Processing USA - Produce Payroll - Review Paycheck	By Pay Period, detail of each employee's paycheck for earnings, taxes, deductions and garnishments. If the employee receives direct deposit, the account number and trace number appear on the distribution panel
Pay Check Summary	Home - Payroll for North America - Payroll Processing USA - Produce Payroll - Review Paycheck Summary	Alternate view of Paycheck Data
Check Balances Year-to-Date	Home - Payroll for North America - Periodic Payroll Events USA - Balance Reviews - Check Year-to-Date	By Year, Quarter, Month, lists amounts for YTD Total Gross Pay, YTD Total Taxes, YTD Total Deductions, YTD Total Net Pay
Deduction Balances	Home - Payroll for North America - Periodic Payroll Events USA - Balance Reviews - Deductions	By Year, Quarter, Month, Plan Type, Deduction Code, lists YTD, QTD and MTD totals
Earnings Balances	Home - Payroll for North America - Periodic Payroll Events USA - Balance Reviews - Earnings	By Year, Quarter, Month, Earnings Type, lists YTD, QTD and MTD totals for hours and/or amounts
Tax Balances	Home - Payroll for North America - Periodic Payroll Events USA - Balance Reviews - Taxes	By Year, Quarter, Month, Federal or State, Tax Class, lists YTD, QTD and MTD totals for tax, taxable gross and no limit gross amounts
Year End Forms	Home - Payroll for North America - U.S. Annual Processing - Create W-2 Data - Review/Update Year End Data	Employee W-2 data
Year End Forms Combined	Home - Payroll for North America - U.S. Annual Processing - Create W-2 Data - Review Year End Data Combined	
Employee History (Old) Dept	Home - Payroll for North America - Employee Pay Data USA - Legacy Payroll Information - Employee History (Old) Dept	Converted History Screen from Old Payroll System.





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PAGE	INSTRUCTIONS	INFORMATION PROVIDED
Employee FBP History (Old) Dept	Home - Payroll for North America - Employee Pay Data USA - Legacy Payroll Information - Employee FBP History (Old) Dept	Converted FBP History from Old Payroll System
Payroll History (Old) Dept	Home - Payroll for North America - Employee Pay Data USA - Legacy Payroll Information - Payroll History (Old) Dept	Converted payroll data history from old payroll system (earnings, deductions, leave accruals and County paid benefits.
<b>SET UP HRMS (Table Setup)</b>	Home - Set Up HRMS - Foundation Tables or Product Related (Set-up Pages at the right can be accessed)	<ul style="list-style-type: none"> <li>• Action Reason Table Values</li> <li>• Salary Plan Table Values</li> <li>• Salary Grade Table Values</li> <li>• Company Table Values</li> <li>• Location Table Values</li> <li>• Department Table Values</li> <li>• Job Code Table Values</li> <li>• Benefit Plan Table</li> <li>• Provider/Vendor Table</li> <li>• Leave Plan Table Values</li> <li>• FSA Benefits Table Values</li> <li>• Life and AD/D Plan Table Values</li> <li>• Disability Table Values</li> <li>• Retirement Plan Table Values</li> <li>• Savings Plan Table Values</li> <li>• Earnings Table Values</li> <li>• Deduction Table Values</li> </ul>



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Each panel can be accessed by providing different data but most commonly by either the employee I.D. number or the Retro Pay Process Flag.

PAGE	INSTRUCTIONS	INFORMATION PROVIDED
<b>Retroactive Processing (Employee Retro Pay detail)</b>	Home - Payroll For North America - Retroactive Payroll	<ul style="list-style-type: none"> <li>• Delete Retro Pay Request</li> <li>• Retro Pay Review and Update</li> </ul>
Retro Pay Request Delete	Home - Payroll For North America - Retroactive Payroll - Pay - Delete Retro Pay Requests	Sequence #, Effective date, Request type, Retro pay program id, Process flag, Mass retro request ID
Retro Pay Calculation Results	Home - Payroll For North America - Retroactive Payroll - Pay - Update Retro Pay Calc Results	<p>Employee ID, employee name, sequence number, Retro pay effective date, status/process flag.</p> <p>Paycheck header information - Company, paygroup, pay end date, earnings begin date, earnings end date, off cycle flag, ok to pay flag.</p> <p>Paycheck detail reconciliation - Old earns amount, new earns amount, old hourly rate, new hourly rate, old rate used, new rate used, retro pay amount, amount override, retro pay earn code.</p>
<b>Retroactive Processing (Summary and Message information)</b>	Home - Payroll For North America - Retroactive Payroll	<ul style="list-style-type: none"> <li>• Retro Pay Messages</li> <li>• Retro Pay Summary</li> </ul>
Retro Pay Messages	Home - Payroll for North America - Retroactive Payroll - Change Status/Review Info - Retro Pay Messages	Employee ID, employee name, record number, company, paygroup, retro pay sequence #, pay end date, separate check #, line #, page #, off cycle flag, error message ID and message.
Retro Pay Calc Summary	Home - Payroll for North America - Retroactive Payroll - Change Status/Review Info - Retro Pay Calc Summary	Employee ID, employee name, sequence number, as of date, duplicate flag, request type, mass ID, earns code, description, status and amount.